**Anna Gu:**

**SENT Wednesday, August 6, 2014 at 11:46 AM**

Anna – Please note the following request to support the intake and inspection of student computers in the BYOM program for PXMS -

We will need Tech support (8 people) to be present in **SAS PX PAC** on the morning of

* Tuesday, 12 August from 10:00AM until 12:00 noon – New Student Orientation (8 people for support) and
* Thursday 14 August from 5:00 until 8:30PM – 1:1 event for 6th Grade students and parents (10 people for support)

Please arrange for **vendors from Image Group**(NOT our Apple Center staff) to be present in **SAS PX PAC** at the above times also and to come prepared to take orders for

* MS Office 2011 for Mac - English
* Adobe Photoshop Elements 12 - English (<http://www.adobe.com/products/photoshop-elements.html>)

Please arrange for representatives from Equitrac to be present at the above dates and times to collect money and also scan-in any missing student ID cards.

I will provide to you updated copies of the AUP and 1:1 Laptop inspection form ASAP for mail merge with student information (Name, SAS WebID, Student ID card #, etc.)

FYI: Heres the link to the 1:1 BYOM published to parents on 12 May 2014 by Andy Torres -

<http://sites.saschina.org/estechpuxi/files/2014/05/BYO_MacBookProgramOverview-1uxinn2.pdf>

Thanks for all your help on this effort. It will likely all be a bit crazy this first time through but I am confident that with the help and support of TECH we’ll make it through!